



# JOB POSTING FORM

Company Name: Manpower

Contact Person: Megan Marsh Title: Recruiter

Company Address: 2531 Technology Drive #302

Phone Number: 847.426.4300 Email Address: Megan.marsh@manpower.com

Job Title: Operations Coordinator (Crystal Lake, IL)

**Job Description:**

- Picking and packing order's based on customer order list
- Stacking cards based on customer order list
- Packing envelopes with completed carriers and cards
- Shipping orders to every customer
- Processing orders in a timely efficient manner
- Lifting up to 35 lbs as needed

Is a High School Diploma or GED **required**? Yes  No

Are Bi-Lingual skills helpful? Yes  No  If yes, what Language? \_\_\_\_\_

**Experience and Skills Required:**

- Previous work experience as a part of a fulfillment or production team
- Picking and packing experience is a plus
- High attention to detail and ability to follow detailed instructions
- Ability to work on your feet for an extended period of time (if needed)
- General professionalism
- Familiarity with Office suit (Excel and Word mainly)

Hours and Days: 10 hour rotating shifts Full/Part time: Full Time

Hourly Rate/Salary: \$11-\$14.00 per hour

\_\_\_\_\_ /Contract-to-Hire \_\_\_\_\_ (after \_\_\_\_\_ Day)/Direct Hire \_\_\_\_\_

If interested, applicant should apply by: Mailing/Faxing Resume  Calling

Applying in Person  Emailing Resume

Apply ON LINE –[www.ilmanpower.com](http://www.ilmanpower.com)

DATE POSTED: \_\_\_\_\_

For an additional resource to post your job lead visit [www.illinoisjoblink.com](http://www.illinoisjoblink.com)

Si es necesario, llamar al 913-871-6719 para la traducción y comprensión de la información en este documento.